

2104 - OFFICE MANAGER

NATURE OF WORK

This is responsible administrative and clerical work for overseeing the smooth running of the Mayor and Commission office. Responsible for coordinating the work activities of the secretarial staff and sometimes the student interns. Assigns workload to employees and sometimes to student interns;

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Composes letters, memos and reports; proofreads documents.
Interviews and hires office staff; trains all employees.
Gathers information and distribute to elected officials and office staff.
Prepares payroll and annual budget.
Oversees all record management functions - filing for office - creating files.
Reviews quarterly gift disclosure form and tracking of complimentary tickets.
Reviews weekly calendar and invitations.
Oversees routing and sorting of mail, answering and taking phone messages; scheduling of meetings and conference room.
Organizes committee meetings for elected officials including taking minutes.
Orders office supplies.
Coordinates travel arrangements for elected officials.
Processes presentation requests.
Writes proclamations, bid and welcome letters if necessary.
Photocopies and faxes documents for distribution.
Assists in creation of plans for office remodeling.
Handles complaints, solves independently, routes to proper person and follow-up.
Prepares all financial paperwork (travel, direct payments, petty cash, releases and receivers). keeps all accounts balanced throughout the year.
Purchases and checks office equipment.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of current office procedures, practices, methods, techniques, work processes, filing systems and the use of modern office equipment.
Considerable knowledge of City government, organization and operations.
Considerable knowledge of Business English, Spelling, Business Arithmetic.
Ability to understand and follow complex written and verbal instructions.
Ability to establish and maintain effective working relationships with employees and the general public.

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Ability to communicate effectively, both verbally and in writing, using excellent English.
Ability to make decisions in accordance with laws, regulations, and departmental policy.
Ability to work independently, without specific instructions.

MINIMUM REQUIREMENTS

Bachelor of Science degree in Public or Business Administration or equivalent. Thorough experience in secretarial work, including considerable experience at a supervisory level. Experience can substitute for education on a year-per-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from the Mayor and the City Commission; work is performed with little direct supervision and with wide latitude for use of independent judgement in the selection of work methods and procedures.

SUPERVISION EXERCISED

Supervises secretarial staff and sometimes the student interns.

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